

Commercial Space Transportation Advisory Committee Charter

1. **Advisory Committee Official Designation.** Commercial Space Transportation Advisory Committee (COMSTAC).
2. **Authority.** This discretionary committee was established under the authority of the U.S. Department of Transportation (DOT) and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. ch. 10).
3. **Objectives and Scope.** The committee provides information, advice, and recommendations to the Secretary of Transportation through the Federal Aviation Administrator on all matters relating to U.S. commercial space transportation industry activities. The committee does not exercise program management responsibilities and makes no decisions directly affecting the programs on which it provides advice. The committee provides a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective.
4. **Description of Duties.** The committee shall:
 - a. Undertake such information-gathering activities as necessary to address issues identified by the Federal Aviation Administration (FAA) for consideration by the committee, develop recommendations on those issues, and present the committee's recommendations to the Secretary;
 - b. Evaluate economic, technological, and institutional developments relating to commercial space transportation and operations and submit to the Secretary recommendations on promising new ideas and approaches for Federal policies and programs;
 - c. Propose in coordination with the Designated Federal officer (DFO) meeting agendas, including working group tasks, to be approved by the FAA, on those tasks;
 - d. Undertake only those tasks assigned by the FAA; and
 - e. Serve as a forum for the discussion of issues involving the relationship between industry activities and Federal Government requirements related to commercial space transportation and/or operations in order to assist in providing information, advice, and recommendations to the Secretary.
5. **Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations.** The committee shall report to the Secretary of Transportation through the FAA Administrator.
6. **Support.** The FAA Office of Commercial Space Transportation shall furnish support services for operating the committee, including maintaining committee records.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating cost

of the committee is \$80,000, which includes payments to Federal and contractor staff and travel reimbursement for non-Federal members. Representative and Special Government Employee (SGE) members are eligible to receive reimbursement for travel, per diem, and approved training and reference materials. The COMSTAC will require the support of approximately 0.5 of a full-time equivalent (FTE) employee per year.

8. Designated Federal Officer. The Designated Federal Officer (DFO) is a full-time or permanent part-time employee appointed in accordance with Agency procedures and 41 CFR 102-3.105(i). The Associate Administrator, Office of Commercial Space Transportation, shall designate the DFO. The DFO must perform the following duties: ensure advisory committee activities comply with FACA, the FACA Final Rule, agency administrative procedures, and any other applicable laws and regulations; approve or call all meetings of the advisory committee or subcommittee; prepare and approve the agenda; attend all advisory committee and subcommittee meetings for their duration; fulfill the requirements under § 10(b) of FACA (codified at 5 U.S.C. 1009(b)); adjourn any meeting when the DFO determines it to be in the public interest; chair any meeting only in the absence of both the Committee Chair and Vice Chair or when directed to do so by the FAA Administrator; maintain information on advisory committee activities and provide such information to the public, as applicable; and ensure advisory committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with FACA and the FACA Final Rule.

9. Estimated Number and Frequency of Meetings. The committee shall meet approximately twice each calendar year subject to the approval of the Secretary of Transportation. The committee may not meet in the absence of the DFO, or a departmental employee designated as an alternate DFO.

- a. Unless otherwise required by law or approved by the Secretary, all meetings will be held virtually (or in a hybrid forum that does not require additional use of Federal funds).
- b. The chairperson or, in the absence of the chairperson, the vice-chairperson shall preside at each meeting.
- c. Copies of all reports received, issued, or approved by the committee shall be distributed at the meeting to committee members and meeting attendees, and placed on the FAA's Office of Commercial Space Transportation website.

10. Duration. Continuing.

11. Termination. The committee shall terminate 2 years after the charter filing date unless, prior to that time, the charter is terminated or renewed.

12. Membership.

- a. The committee shall be composed of approximately 28 members, each of whom shall be

appointed by the Secretary of Transportation. The membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the committee. Every attempt is made to have representation from all segments of the commercial space transportation industry, with a primary focus on regulated entities. Membership will comprise people who have individual expertise or who represent interests necessary to COMSTAC in its submission of information, advice, and recommendations to the FAA.

- b. These areas of expertise will be prioritized: public safety, safety of commercial space transportation and human space flight, and commercial space transportation research and development. Other interests (e.g., labor unions) may be recognized at the Secretary's discretion as deemed appropriate.
- c. All members will serve a term of up to 2 years, with each member eligible to be reappointed for a single successive term. Members appointed solely for their expertise serve as SGEs; those serving on behalf of specific interests will serve as Representatives.
- d. Any person appointed on an interim basis by the Secretary of Transportation, to fill a vacancy occurring before the expiration of the term for which his or her predecessor was appointed, shall be appointed for the remainder of such term. Members shall continue to serve until their replacement has been appointed.
- e. A committee Chair and Vice Chair shall be appointed by the Secretary of Transportation. The committee Chair will serve for a single two-year term in this capacity unless otherwise determined by the Secretary of Transportation.
- f. Members may not be represented at committee meetings and activities by alternates.

13. Subcommittees. The FAA Administrator has the authority to create subcommittees within COMSTAC as needed. These entities report to COMSTAC. They do not provide advice or work products directly to the FAA. These entities will terminate after one year unless renewed or terminated prior to their expiration by the DFO. Unless required by FACA, all subcommittee meetings will be closed to the public and limited to members of the relevant subcommittee, the DFO, other support staff from the U.S. Government, and subject matter experts invited to speak to the subcommittee.

14. Recordkeeping. Records of the committee and any of its working groups shall be handled in accordance with General Records Schedule 6.2 or other approved FAA records disposition schedule. Subject to FOIA, records, transcripts, minutes, appendices, working papers, drafts, studies, agendas, and other documents made available to, or prepared for or by, the committee shall be available for public inspection and copying in the Office of the Associate Administrator for Commercial Space Transportation (AST-1), 800 Independence Avenue, SW., Washington, DC 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of the Title 49, Code of Federal Regulations.

15. Filing Date. The filing date of this charter is June 9, 2025. Unless renewed, it will

expire on June 9, 2027.

COMSTAC

Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Commercial Space Transportation Advisory Committee (COMSTAC)

(2) AUTHORITY

Identify the authority for establishing the FAC

COMSTAC operates in accordance with the provisions of the Federal Advisory Committee Act (FACA) as amended, 5 U.S.C. ch. 10

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

The committee provides information, advice, and recommendations to the Federal Aviation Administration (FAA) Administrator (the Administrator) on all matters relating to U.S. commercial space transportation industry activities. The committee does not exercise program management and makes no decisions directly affecting the programs on which it provides advice. The committee provides a forum for the development, consideration, and communication of information from a knowledgeable, independent perspective.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g., individual expertise or represented interests) from which candidates will be considered;

(b) consider identifying an anticipated relative distribution of candidates across the categories; and

(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members

The committee shall be composed of approximately 28 members, each of whom shall be appointed by the Secretary upon recommendation of the Administrator. The membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the committee. Every attempt is made to have representation from all segments of the commercial space transportation industry. Membership will be composed of people who have individual expertise or who represent interests necessary to COMSTAC in its submission of information, advice, and recommendations to the FAA. The FAA Office of Ethics and the OST General Counsel's office determine whether a member is appointed as an SGE or a representative, pursuant to ethics guidelines, regulations, and laws.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process;*
- (b) identify the agency key staff involved (by position, not name):*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

COMSTAC members and the commercial space community make recommendations of individuals they believe would be good additions to COMSTAC to the designated Federal officer (DFO) on a continuing basis. When there is an opportunity to appoint new members to COMSTAC, including vacancies, the DFO brings this to the attention of the Associate Administrator for Commercial Space Transportation. The Associate Administrator may have individuals he/she would like to see on the committee. The DFO then coordinates with the COMSTAC Chairperson to announce that nominees are being accepted. COMSTAC members are encouraged to submit any additional nominees.

The DFO prepares a document summarizing the qualifications of each nominee. These are presented to the Associate Administrator, who in turn refers them to the Office of the Secretary, who makes the final decision on whom to nominate. All members will serve a term of up to 2 years, with each member eligible to be reappointed for a single successive term.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

**This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The COMSTAC subcommittees (Working Groups) are comprised of members of the parent committee and other relevant experts. The Working Group membership balance is the same process as COMSTAC. As defined in the COMSTAC charter, the subcommittees report directly to the COMSTAC and not the FAA.

(8) OTHER

Provide any additional information that supports the balance of the FAC

No additional information.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

Initially prepared February 22, 2023. This plan was updated June 9, 2025.